

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-61
MARCH 12, 2004***

Maintenance, Logistics & Facilities

ACCEPTANCE AND USE OF DONATED EQUIPMENT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives>

OPR: W/OPS1 (M.Paese)
Type of Issuance: Initial

Certified by: W/OPS (J.McNulty)

SUMMARY OF REVISIONS: This directive supercedes WSOM Chapter A-33, Use of Loaned or Donated Equipment, Issuance 91-5, dated May 7, 1991.

1. The NOAA National Weather Service (NWS) may accept and use donated computer, electronic, and/or hydrometeorological equipment (sensors and systems, hardware and software and technology) from private sector vendors on an individual site, regional or national basis. This directive provides policy and assigns responsibility for NWS acceptance and use of donated items and associated data products from the private sector. Acceptance is contingent upon the donated item(s) meeting NWS operational requirements, not interfering with current NWS equipment or products, and NWS having resources available to operate, monitor, and maintain these donated items once accepted.

A donation may not be accepted if it would in any way give the appearance of a loss of impartiality -- that the donation would lead a reasonable person to question the integrity of NWS programs. Based on this criteria, NWS may not accept donations from donors with an interest in matters pending before NWS, donors involved in any public controversy, grantees or grant applicants, contractors or bidders for procurement, licensees or license applicants, or entities that are members of an industry regulated by NWS.

2. The objective of the NWS Acceptance and Use of Donated Equipment Policy is to ensure compliance with Department Administrative Order (DAO) 203-9 requirements and the use of Form CD-210. The CD-210 recommendation for acceptance of the gift must include a clear statement identifying the benefit(s) to be gained by accepting the offer; where the equipment will be located; the estimated NWS personnel time required to use, operate, and maintain the equipment; and cost of maintenance and spares required under realistic operational conditions.

3. This directive establishes the following authorities and responsibilities:

- 3.1 The Assistant Administrator (AA) for Weather Services is responsible for overall implementation of the NWS Acceptance and Use of Donated Equipment policy. The AA is also the final authority to accept or reject any item donated, if after careful review by Weather Service Headquarters (WSH) with region coordination, acceptance remains unclear.

- 3.2 The Office of Operational Systems (OPS) is responsible for evaluating recommendations for acceptance and use of donated item(s) received from the region. Once the initial acceptance criteria are established and met, OPS submits the recommendation for operational compliance and review within OPS (for operations related items) and to the Office of Climate Weather and Water Services (for service related items).
- 3.3 Whenever items are donated to NWS, the appropriate field office, regional headquarters or WSH personnel are responsible for properly completing Form CD-210 and submitting it to the next level. The NWS regional headquarters are responsible for recommending disposition to WSH. Upon receipt of WSH acceptance letter, the region headquarters will then enter into a cooperative agreement with the donor. The regions will be responsible for execution, monitoring, and maintenance of the agreement (except in instances of a national agreement). Physical compliance validation and operational testing verification at lender/donor expense will be required if the item(s) have been accepted by WSH and a cooperative agreement executed. Forms for donated items totaling in excess of \$25,000, if accepted by WSH, must be signed by the Secretary of Commerce. Forms for donated items where the expenses of accepting such items are expected to be more than incidental, must be signed by the Assistant Secretary for Administration.
- 4.0 The acceptance and use of donated equipment is not to be construed in any manner as an NWS endorsement of the equipment, manufacturer or donor.

<u>Signed</u>	<u>February 27, 2004</u>
Brigadier General David L. Johnson, USAF, (Ret.)	Date
Assistant Administrator for Weather Services	

ATTACHMENT 1

GLOSSARY OF TERMS:

Private Sector is defined as state and local governments, private interest groups, vendors, universities, or individuals. Other Federal agencies are not within the scope of this directive since existing procedures (e.g., Memorandum of Agreement) accommodate these agencies.